

Job Description – Finance Manager
Report to- School Business Director
Line Management- Supervise administrative assistant

Salary Spine points 18-26- FTE £34,416 to £38,934 pending pay award.

Core Roles of the Assistant Business Director:

- To work with the SBD, SLT and Governors to implement Holy Family's Mission Statement in helping to provide excellent resources for teaching and learning.
- To assist the SBD, as directed, in leading and managing the school's finances.
- To assist the SBD, as directed, in all aspects of premises management.
- To help ensure that Holy Family meets all its statutory and regulatory requirements.

Specific responsibilities:

1. FINANCE

- Assist the SBD to establish and monitor internal financial procedures which comply with all statutory requirements and be responsible for submitting accounts to relevant outside agencies, as required. Advise all staff on correct financial procedures through the delivery of in-house training on resource management.
- Ensure best value in the acquisition of all services and resources through effective procurement. Prepare information for statistical and other returns, as required by the SBD, SLT and Governors.
- Assist the SBD with the administration of bank accounts and charge cards
- Manage the maintenance of all financial accounts and ensure the provision of regular reports to all budget holders. Manage the day to day ordering, processing and payment of all goods and services. Assist in planning and managing cash flow.
- Assist the SBD in maintaining records to meet legal and tax requirements.
- Manage the collection of all types of payment from parents, keeping accurate records, including school meals.
- Support teachers to cost school trips ensuring the trip expense are correctly financially feasible.
- Assist the SBD to ensure school contracts register are kept updated, all contracts are regularly reviewed for best value.
- Manage all aspects of the 'School Fund' effectively, in accordance with the above guidelines.
- Responsible for all payroll and pensions administration and data entry, including timesheet entry. Ensuring payroll portal holds accurate employee data
- Monthly processing of payroll journals into the finance system and balance sheet reconciliations. Oversee school petty cash accounts.
- Liaising with the HR personnel regarding new starters, leavers, staff leave, remuneration and conditions of service.
- Check and validate the results of 'provisional' payroll reports and taking appropriate remedial actions to achieve accurate final payslips.
- Responsible for liaising with internal and external provider with regards to payroll and pension queries
- Assist with the production of all-staff annual salary letters.

2. OTHER DUTIES

- Keep all members of the school community informed, where required. Good communication skills are central to this role.
- Represent the SBD at appropriate meetings as required.
- Be responsible for your own professional development, as well as that of others.
- Create and maintain good working relationships among all members of the school community.
- Assist the SBD to review and update school policies in consultation with SLT and Governors and communicate to all concerned.
- Undertake any other duties commensurate with the grade, as directed by the School Business Director and the Headteacher.

Note:

Given the dynamic nature of this role, it must be accepted that there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

May 2025

Signed_____

date_____

Person Specification - Finance Manager

Responsible to: School Business Director

The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

Characteristics	Essential	Desirable
QUALIFICATIONS		
Essential: A bachelor's degree in business administration, finance, or a related field.		✓
A professional qualification in finance, accounting, or school business management (e.g., CSBM, DSBM, or equivalent) or working towards it.	✓	
EXPERIENCE		
Experience in budget management, financial administration, and financial reporting.	✓	
At least 2 year of experience in a financial or business management role, preferably within the education sector.		✓
Knowledge of finance system and in other areas of the finance function	✓	
Knowledge of procurement processes, and financial regulations relevant to the education sector in the UK.		✓
Experience in supporting human resources functions, such as recruitment, staff development, and performance management		✓
Familiarity with the specific requirements and challenges of working in a Catholic educational environment		✓
PROFESSIONAL SKILLS & ABILITIES		
Strong numerical and analytical skills, ability to methodically deal with large volumes of data with speed and accuracy	✓	
Ability to work with financial data, prepare budgets, and generate accurate financial reports.		✓
Proficiency in using financial management software, spreadsheets, databases, and accounting software.	✓	
Excellent organisational and time management skills, with the ability to prioritise tasks, meet deadlines, and manage multiple responsibilities effectively.	✓	

Effective communication skills, both verbal and written, with the ability to interact professionally with staff, parents, and external stakeholders.	✓	
Ability to work collaboratively in a team environment, supporting the School Business Director and working closely with other departments.	✓	
Attention to detail and accuracy in financial record-keeping, data entry, and reporting.	✓	
Knowledge of HR processes and procedures, including recruitment, payroll, and employee record management.		✓
Proficient in using Microsoft Office suite (e.g., Word, Excel, PowerPoint) and other relevant software applications.	✓	
Commitment to maintaining confidentiality and handling sensitive information with discretion.	✓	
Flexibility and adaptability to work in a fast-paced educational environment, managing changing priorities and deadlines.	✓	
PERSONAL ATTRIBUTES		
Be able to work with the school's Mission Statement underpinning all aspects of the role	✓	
A professional and ethical approach to work, demonstrating integrity, honesty, and confidentiality.	✓	
Ability to work independently and as a team member, taking instructions and direction	✓	
A proactive and collaborative worker with the ability and drive to problem solve and find solutions	✓	
Excellent interpersonal skills, with the ability to establish and maintain positive working relationships with colleagues and stakeholders.	✓	
Strong problem-solving abilities, with a proactive and solutions-oriented mindset.	✓	
Resilience and the ability to work effectively under pressure, have can do attitude with a will do go an extra mile.	✓	
A commitment to maintaining a safe and inclusive environment for staff and students.	✓	
Must be legally entitled to work in the UK.	✓	
An understanding of and commitment to promoting the mission and values of Catholic education.	✓	

Be a practising Catholic		✓
PERSONAL CIRCUMSTANCES		
No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals/finance.	✓	
This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.	✓	
Be fit to carry out the duties required of this role.	✓	
SAFEGUARDING		
Has appropriate motivation to work with children and young people and can relate to them in a positive way.	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people.	✓	
Displays commitment to the protection and safeguarding of children and young people.	✓	